



SENIOR EXECUTIVE ASSISTANT TO THE PRESIDENT

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission, to accelerate stem cell and regenerative medicine treatments to patients with unmet medical needs, is what drives us to succeed every day.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

General Statement

The position is responsible for supporting the work of the President and CEO of CIRM. By administrating and managing the activities of the President, the Executive Assistant ensures that the President is fully prepared to achieve the goals and fulfill the mission of CIRM.

The Executive Assistant reports to the President of CIRM. The incumbent will act as the primary contact person for the President and will be responsible for taking initiative to ensure the smooth running of the President's day to day work. The incumbent will manage sensitive information with discretion and communicate with leaders of outside organizations and educational institutions discreetly. The incumbent must be able to work independently and must be able to exercise sound judgement.



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Job Functions

- Oversees travel arrangements for the President including transportation, lodging, and meals; and ensures Travel Expense Claims are prepared in accordance with CIRM Policy and Regulations Governing Travel
- Maintains the President's appointment schedule by planning and scheduling meetings, conferences, and teleconferences
- Coordinates the President's calendar including preparing and/or obtaining information needed for discussion and distribution
- Conserves the President's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications
- Maintains customer confidence and protects CIRM operations by keeping information confidential
- Provides historical reference by developing and utilizing filing and retrieval systems
- Assist with on-site management of meeting and associated activities
- Attend meetings as applicable and record minutes
- Follow up on assignments, transmit information clearly and professionally, and keep the President and CEO informed about relevant issues
- Drafting, formatting, typing, and proofreading correspondence, reports, spreadsheets, charts, and other written documents and materials. Collecting and analyzing information to complete each.
- Performs other duties as may be required to further the goals of the CIRM

Supervision Received

The Senior Executive Assistant reports directly to the President and CEO of CIRM.

Supervision Exercised

None

Minimum Qualifications and Skills

- Five years of experience in providing administrative services and support to senior executive leaders.
- Strong analytical and problem-solving skills
- Must be able to multi-task
- Excellent written and verbal communication skills



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- Excellent organizational skills
- Strong work ethic
- Strong interpersonal skills
- Ability to work in a team environment
- Ability to operate standard office equipment such as, but not limited to - personal computer (desk-top or lap top models), paper shredder, basic calculator, document system, (copier, facsimile, imaging)
- Ability to move materials and equipment, including boxes up to 25 pounds

Working Conditions

- Being available to work outside of normal business hours.
- Being able to travel statewide, if necessary.

During the COVID pandemic, remote work is acceptable, however eventual willingness to work collocated with the team is a must.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Associate Director, Human Resources).

**A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. Duties of this position are subject to change and may be revised as needed or required.*

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Salary Range and Benefits

The salary range for the Senior Executive Assistant is \$102,104.00 - \$153,332.00

CIRM offers a competitive compensation package.



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How to apply

Interested candidates may submit an electronic application, including the following required documents, to jobs@cirm.ca.gov:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

****A California State application is required as CIRM is a state agency. You will not be considered without this.**

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

For mailing your application package, please send to the following address:

Human Resources
Attn: CIRM, Jobs
1999 Harrison Street,
Oakland, CA 94612

Final Filing Date: 10 days out or until filled

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD. Form 678 (when not applying electronically. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume/CV

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.



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Application Information

All applicable fields on the State Application Form (STD. 678) must be filled out completely. Resume must be included. Clearly indicate on the Form STD. 678 in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement and your basis of eligibility (list eligibility, lateral transfer, reinstatement, etc.). Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all of the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.

For any inquiries about the position sent to jobs@cirm.ca.gov, the e-mail should have the position title on the subject line.

Contact Information

The Human Resources Manager is available to answer questions regarding the application process and the position.

Human Resources Contact:

Vanessa Singh

Email - jobs@cirm.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

- EEO Officer: Vanessa Singh
- Email: jobs@cirm.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political



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affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Benefits

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx.

Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.

Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.

*All hires at CIRM are Exempt and considered Exempt for the purposes of collective bargaining.